



DEPARTMENT OF PERSONNEL

Organizational & Employee Development Services

Analysis, Assessment, and Selection: A Roadmap for Recruiters

01-16-HR70

Analysis, Assessment, and Selection covers an overview of employee assessment and selection practices. A variety of competency-based assessment tools are discussed including supplemental questionnaires, work samples, multiple-choice tests, personality inventories, interviews, and physical agility measures. Learn how job analysis can improve the validity and reliability of assessment tools, and add to the legal defensibility of selection decisions. Learn more about determining when one tool is more suitable than another and how its use improves productivity. Join in a group activity to develop questions for an assessment tool using a content validity strategy often employed by recruitment and selection professionals in state governments and elsewhere.

Key Learning Points:

- A variety of assessment tools, their benefits, and when one might be more suitable than another when filling a position.
- How employment laws, legislation, and court cases affect employee assessment,
- How to develop a content valid assessment tool using job analysis information,
- Methods to examine the accuracy of assessment tools and their return-on-investment.

Audience: Human Resource Recruiters, Recruitment Supervisors, and Agency Hiring Managers.

When: December 10, 2009 ~ 8:00 am – noon

Where: Department of Personnel; 600 S. Franklin; Olympia 98504

Cost: \$75

Course Code: 01-16-HR70

Registration: Please follow your agency's registration procedure.

Questions: Contact Susan George at 360.664.1965 or SusanG@dop.wa.gov